

**POSITION** : PROJECT ADMINISTRATOR: N2 WILD COAST BIODIVERSITY OFFSET PROJECT

**Duration** : 5 YEAR FIXED TERM CONTRACT

**Centre** : Lusikisiki Office

**Band** : B - Upper

### **Purpose**

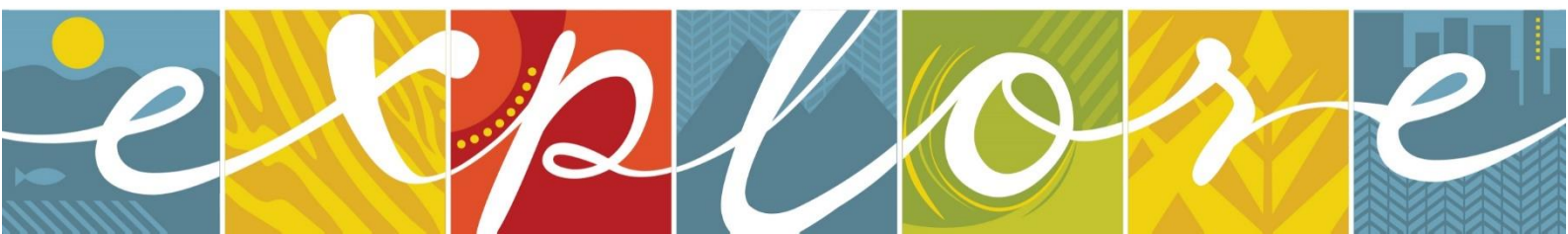
Reporting to the Rehabilitation Manager, the Project Administrator will ensure that an efficient and effective administrative support system is developed and implemented for the Project Management Division.

### **Requirements**

- Grade 12; a minimum of 3 (three) to 5 (five) years relevant experience and/or training; or equivalent combination of education and experience. A further minimum experience of 1 (one) year in project management administration is a pre-require.
- Computer literacy and basic understanding of Pastel.
- Previous experience in tourism and or conservation will be an added advantage.
- A Valid driver's licence.

### **Key Performance Areas**

- **General administration and support:** Coordinate all travel and accommodation in line with prevailing policy, procedure and budget. Ensure that all vehicle maintenance, repairs, cleaning and minor services of vehicles takes place.
- **Financial administration:** Ensure all requests comply with the supply chain policy. Request quotations and process purchase orders and invoices and ensure authorization thereof. Assist the manager with the expenditure control and compile expenses report. Monitor the availability of funds as per the budget and manage all fund transfers for the Department.
- **Project administration:** Capture infrastructure projects information onto MIS and IRS system to indicate the number of jobs created. Assist with the compilation of progress reports of projects, as well as appointment letters of service providers and regret letters.



***In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable).***

**Closing Date: 12 February 2024**

**Please forward your application to:**

- 1) recruitment@ecpta.co.za, please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

**The ECPTA reserves the right not to fill any advertised position.**

